

Residential / Day Youth Camp License Application (Initial & Renewal)

Failure to complete each section of the application or to submit the appropriate fee and detailed camp activity schedule will delay the issuance of your license.

Camps may not operate in Texas without a current youth camp license.

Reason For Applying (Check all that apply)				
<input type="checkbox"/> New Camp				
<input type="checkbox"/> New Owner or Operator	Former Owner or Operator			Camp ID #
<input type="checkbox"/> New Location	Previous Location (Include City, State & Zip)			Camp ID #
<input type="checkbox"/> License Renewal	Camp ID #			
<input type="checkbox"/> New Name	Former Name			Camp ID #
Camp Name & Location Information				
Camp Name		Camp Phone #		
Camp Physical Location Address (DO NOT USE A PO BOX)				
City	State	Zip	County	
Camp Information				
Day Camp:	Opening Date	Opening Time	Closing Date	Closing Time
Onsite Director's Name		Onsite Director's Phone Number		
Residential Camp:	Opening Date	Opening Time	Closing Date	Closing Time
Onsite Director's Name		Onsite Director's Phone Number		
Owner, Corporation, or Partnership Information				
Name of Owner – Attach list if more space is		Parent Company		
Address	City	State	Zip	
Owner Phone #		Owner Fax #		

Mailing Address Information (<i>Address where license should be mailed.</i>)			
Address	City	State	Zip
Email address:			

Required Information:

- | | | |
|-----|----|---|
| Yes | No | Will your camp accommodate at least five minors during each camp session? |
| Yes | No | Will your camp operate for more than 120 days per calendar year? |
| Yes | No | Will your campers attend for a period of four or more consecutive days? |
| Yes | No | Will campers attend for more than four hours per day? |
| Yes | No | Is your camp operated by or on the campus of an institution of higher education or private/independent institution |
| Yes | No | Is your camp required to be licensed with the Department of Family and Protective Services (for more information, see http://www.dfps.texas.gov) |

Date: _____ What is the earliest date that the camp will be ready for inspection? Please refer to the inspection procedure and checklist on our website to ensure that the camp/facility is ready for inspection. All camps that require a new license must be ready for inspection in early May in order to ensure that the inspection is conducted and the license is issued prior to camp opening.

Fees:

- **Initial day** youth camp – **Total \$250**
- **Initial residential** youth camp – **Total \$750** **Renewal day** youth camp operating ***less than 10 days*** per year – (\$50 + \$2 subscription fee) = **Total \$52.00**
- **Renewal day** youth camp operating ***10 or more days*** per year – (\$150 + \$4 subscription fee) = **Total \$154.00**
- **Renewal residential** youth camp operating ***less than 10 days*** per year – (\$100 + \$3 subscription fee) = **Total \$103.00**
- **Renewal residential** youth camp operating ***10 or more days*** per year – (\$450 + \$14 subscription fee) = **Total \$464.00**

☐ **A camp schedule of activities, including dates and times when camp is underway, must accompany this application. Also, include any dates that the campers will be off-site and when the camp will not be in use.**

Certification Statement

By signing this application, I certify that I am an officer, owner or other party authorized to sign this document on behalf of the entity/company that operates this youth camp. I certify that all information in this application is true and correct. I further certify that I, on behalf of this entity/company, agree to establish, operate and maintain a youth camp in compliance with all provisions of the Act (Texas Youth Camp Safety and Health Act, Chapter 141 of the Health and Safety Code) and its rules (Texas Administrative Code, Title 25, Chapter 265, Subchapter B, including section 265.12, Directors, Supervisors and Staff).

Signature:	Title:
Print:	Date:

Important Information

- You may also renew online at <http://www.TexasOnline.com>.
- In accordance with Texas Health and Safety Code, Section 141.004(b), youth camps applying for a new license, whether a new facility, camp, transfer of ownership or physical relocation of an existing facility, must pass a pre-licensing inspection prior to the issuance of a license. All camps are subject to random unannounced inspections during the camping season, in addition to pre-licensing inspections.
- For assistance in completing this application, please call (512) 834-6600.
- Make check payable to: **Department of State Health Services.**

**Mail application, detailed
camp activity schedule,
and fee to:**

Department of State Health Services
Environmental and Sanitation Licensing Group MC2003
P.O. Box 149347
Austin, Texas 78714-9347

Privacy Notification

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.texas.gov> for information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004)